

A copy of photographic identification for all adult household members must accompany all application submissions.

\_\_\_\_ Photo ID attached



### Market Application for Residency

Property Name: \_\_\_\_\_ Parking?: \_\_\_\_\_

Desired Apartment: \_\_\_\_\_ Unit Type: \_\_\_\_\_

Desired Lease Dates: \_\_\_\_\_ Rent Special: \_\_\_\_\_

Rent: \$\_\_\_\_\_ Monthly Pet Fee: \$\_\_\_\_\_ Security Deposit: \$\_\_\_\_\_

*Please fill out the following application with pen only (please print). Any errors can be corrected by placing a single line through the mistake. DO NOT USE WHITEOUT ON THIS APPLICATION!*

#### **I. Household Information:**

List each household member that will occupy the apartment. Any non-related household members must fill out separate rental applications.

<b>Name</b> <i>First, Middle Initial, Last</i>	<b>Relationship to Head of Household</b>	<b>M/F</b>	<b>Last 4 digits Social Security Number</b>	<b>Date of Birth</b> <i>Month, Date, Year</i>
	<b>Head of Household</b>		XXX-XX-	
			XXX-XX-	

**\*The complete social security number for all adult household members is necessary for processing purposes and must be supplied in person or by telephone only.**

**Current Address:** \_\_\_\_\_

**Home Phone:** ( ) \_\_\_\_\_ **Cell Phone:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

**YES**

**o**

**NO**

**o**

**1. Do you expect any additions to the household within the next twelve months?**

Name & Relationship: \_\_\_\_\_

Explanation: \_\_\_\_\_

**o**

**o**

**2. Do you have full custody of your child(ren)?**

Explanation of custody arrangements: \_\_\_\_\_

**YES**    **NO**

- ☐    ☐    3.    **Are any household members temporarily absent?**  
Who? \_\_\_\_\_ For How Long? \_\_\_\_\_
- ☐    ☐    4.    **Are any household members permanently absent?**  
Who? \_\_\_\_\_
- ☐    ☐    5.    **Have you ever filed for bankruptcy?**  
Explanation: \_\_\_\_\_
- ☐    ☐    6.    **Have you ever been convicted of a felony or violent crime?**  
Explanation: \_\_\_\_\_
- ☐    ☐    7.    **Have you ever been evicted from an apartment for any reason?**  
Explanation: \_\_\_\_\_
- ☐    ☐    8.    **Do you wish to receive a written explanation of a denial of tenancy?**  
Explanation: \_\_\_\_\_

**Housing References:**

List the past TWO years of housing references. *(If additional space is required, use the back of this page.)*

1. **Present Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **(Month/Year)** **Rent Amount: \$** \_\_\_\_\_

**Landlord:** \_\_\_\_\_ **Landlord's Phone Number (\_\_\_\_\_)** \_\_\_\_\_

**Landlord's Address:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Rent**    ☐    **Own**    ☐ **(Check One)**

2. **Former Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **(Month/Year)** **Rent Amount: \$** \_\_\_\_\_

**Landlord:** \_\_\_\_\_ **Landlord's Phone Number (\_\_\_\_\_)** \_\_\_\_\_

**Landlord's Address:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Rent**    ☐    **Own**    ☐ **(Check One)**

**Employment or Other Sources of Income** *(please list the last two years of employment/income sources)*

1.    **Current Income Source** \_\_\_\_\_ **Monthly Gross Income \$** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Employment Dates** \_\_\_\_\_ **Phone Number (\_\_\_\_\_)**

2.    **Current Income Source** \_\_\_\_\_ **Monthly Gross Income \$** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Employment Dates** \_\_\_\_\_ **Phone Number (\_\_\_\_\_)**

3.    **Previous Income Source** \_\_\_\_\_ **Monthly Gross Income \$** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Employment Dates** \_\_\_\_\_ **Phone Number (\_\_\_\_\_)**

4.    **Previous Income Source** \_\_\_\_\_ **Monthly Gross Income \$** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Employment Dates** \_\_\_\_\_ **Phone Number (\_\_\_\_\_)**

**Emergency Contact:** *(this information will be used if needed before, during and after your tenancy for emergency situations)*

**Name/Address**

\_\_\_\_\_  
\_\_\_\_\_

**Phone:** (     ) \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Signature Clause:**

I/We certify that all information and answers to the above questions are true and complete to the best of my/our knowledge. I/We consent to release the necessary information to determine my/our eligibility. I/We understand that providing false information or making false statements is grounds for denial of my/our application as well as forfeiture of all application fees and deposits as liquid damages for time and expenses, as well as termination of my/our right of occupancy. I/We also understand that such action may result in criminal penalties.

I/We authorize my/our consent to have management verify the information contained in this application for purposes of proving my/our eligibility for occupancy. I/We will provide all necessary information and expedite this process in any way possible. I/We understand that occupancy is contingent on meeting management's resident selection criteria.

I acknowledge that copies of the Rental Agreement, Rules & Regulations and Non-Standard Rental Provisions (if applicable) were made available to me. I agree to sign all of these forms prior to taking occupancy of the unit.

**All ADULT household members must sign below:**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Property Manager/Leasing Agent**

\_\_\_\_\_  
**Date**



Authorization Release of Information

PROPERTY ADDRESS: \_\_\_\_\_

Date: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

Development Name: \_\_\_\_\_

Applicant/Resident Name(s): \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

I/We, \_\_\_\_\_, hereby authorize the release of any information requested by the above named property. I/We understand and agree that photocopies of this authorization may be used for the purposes stated below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
XXX-XX-  
Last 4 digits Social Security #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
XXX-XX-  
Last 4 digits Social Security #

**Terms and Conditions**

By my/our signature above, I/we hereby indicate my/our desire to lease an apartment from Stone House Development, Inc. I/We do also hereby consent to and authorize any representative of Stone House Development, Inc. or the above mentioned development to obtain, verify and exchange information or any reports concerning me/us as are maintained by, but not limited to: City, County, State, Federal law Enforcement Agencies, Credit Reporting Agencies, present and/or past employers, present and/or past residences. I/We understand that any information obtained may be considered by Stone House Development, Inc. at their sole discretion, as a factor in any decision they make with respect to the apartment for which I am making application.

Furthermore, I/We authorize Stone House Development, Inc. or the above mentioned development to obtain information regarding my/our income, assets, and household status for purposes of determining my/our eligibility for participation in the Low Income Housing Tax Credit Program. I understand that any information obtained may be considered by Stone House Development, Inc. at their sole discretion, as a factor in any decision they make with respect to the apartment for which I am applying.

Furthermore, I/we hereby release and hold harmless the above named organization, its subsidiaries or managing agents, including but not limited to their officers, directors, employees, agents, Law Enforcement Agencies, Credit Reporting Agencies, present and/or past employers, present and/or past residences, its officers and employers that shall provide information to the above named organization, its subsidiaries or managing agents from and against any and all claims, demands, suits or expenses arising from or related to the content, validity or handling of said reports.

This release for information will expire thirteen (13) months from the date of signature.



## **Resident Selection Criteria**

The purpose of our resident selection criteria is to inform you of our screening processes and guidelines when determining your eligibility.

It is our declared policy that all persons shall have an equal opportunity for housing regardless of gender, race, color, sexual orientation, disability, religion, national origin, marital status, family status, lawful source of income, age, ancestry, physical appearance, political beliefs, military discharge, gender/genetic identity, domestic partnership status, student status (unless allowed by program restrictions), receipt of rental assistance, citizenship status, mental & physical disability and being a victim of domestic abuse and other crimes.

Applications are accepted in the order in which they are received and may take up to 21 days to be fully processed. If you are denied for any reason you have the right to reapply after 90 days or appeal the decision (instruction for which would be outlined in the letter of denial.)

Your application may be denied if one or more of the following pertain to you:

1. You have not returned the required application fee.
2. You provided false or misleading information on your application.
3. You do not meet our occupancy standards of no more than 2 persons per bedroom. (Children under 2 years of age may be excluded from this restriction.)
4. You do not meet income/program requirements for the Section 42 affordable housing program.
5. You have been evicted from an apartment within the past 2 years, are currently being evicted from an apartment, have a past history of 2 or more evictions, currently owe another landlord money or have a negative housing reference within the past 2 years.
6. The Head of Household or co-head applicant(s) is not at least the age of 18.
7. You have a pending bankruptcy or a bankruptcy that has not been discharged.
8. Your conviction record presents a demonstrable risk to resident and employee safety and/or property. Arrest records, without a subsequent conviction will not be considered. If any of the following apply to you, your application may be denied:
  - a) If you have ever been convicted of manufacturing or distributing a controlled substance as defined in Sec. 102 of the Controlled Substances Act, then your application will be denied.
  - b) Registry on the Sex Offenders Registry will be a basis for the denial of your application. NOTE: Discretion will be given for certain offenses and misdemeanors where reporting is not automatically required.
  - c) If you have been convicted of any other crime that shows a demonstrable risk to tenant safety and/or property within the past 10 years, your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred. Additional factors may also be considered on a case-by-case basis. Along with your application, you may provide any mitigating information or documentation that you would like to have considered regarding any prior conviction.

Your application will also be denied if you do not pass our combined criteria for credit, employment, and rental references. Please note your application will be automatically denied if two or more of the following are not passed. If one of the following is not passed, Landlord may offer other options such as cosigner, full month security deposit, etc. to cover any selection requirement deficiencies except for those that are automatic denials.

- 1) CREDIT HISTORY: You have more than 3 accounts that have been reported to a collection agency, placed for collection in the past 2 years and/or the address on your credit report (current and past) does not match that on the application.
- 2) RENTAL/MORTGAGE REFERENCES: You do not have at least 2 years of a positive housing/mortgage reference within the past 3 years. NOTE: Family housing references are not accepted.
- 3) EMPLOYMENT / INCOME: You are not able to prove income or available cash assets are at least 1.5 times the amount of the proposed monthly rent (your portion). If employment is your prime income source, you must have at least 2 years of current employment history (does not have to be with the same employer). All legal sources of income will be used when calculating household income.

***I agree that I have read the above mentioned Resident Selection Criteria and understand that the Landlord will be checking all references relative to income, credit, housing, and criminal conviction record and I give permission to the Landlord to make these inquiries. If denied for tenancy I may reapply after 90 days or request an appeal form which will allow me to start the appeal process. In the event my application is denied and the decision is overturned because of an appeal, I understand that the apartment will not be held for me during the appeal process and I will be placed on the waiting list if one exists.***

_____ Applicant Signature	_____ Date
_____ Applicant Signature	_____ Date
_____ Applicant Signature	_____ Date
_____ Applicant Signature	_____ Date